



كلية الخوارزمي الدولية

KHAWARIZMI  
INTERNATIONAL  
COLLEGE

# COVID-19 CONTROL POLICY v2



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## 1. Approval and Review Details

<b>POLICY NAME</b>	<b>COVID-19 CONTROL POLICY</b>		
<b>POLICY NO</b>		<b>VERSION NO</b>	<b>V2</b>
<b>APPROVED</b>	<b>August 2020</b>	<b>EXECUTIVE ORDER</b>	<b>2020-21/ IQEA/01</b>
<b>EFFECTIVE</b>	<b>August 2020</b>	<b>NEXT REVIEW</b>	July 2022
<b>POLICY OWNER</b>	HSE Officer	<b>OVERSIGHT COMMITTEE</b>	HSE Committee
<b>VERSION</b>	<b>SUMMARY OF CHANGE (&amp; section)</b>	<b>DATE</b>	<b>APPROVED BY</b>
V1	Original version	7 May 2020	College Council
V2	Title of the policy document to omit the words 'and procedure'  5.3 Procedures for reopening <ul style="list-style-type: none"> <li>Expanded ingress/egress, social distancing measures</li> <li>Updated sanitization protocols for transportation, deliveries and facilities</li> <li>Updated steps to handle suspected COVID cases</li> </ul> 5.4 Procedures for business continuity <ul style="list-style-type: none"> <li>Revised Communication Strategy</li> <li>Added COVID-19 Management Team contact</li> <li>Breach of COVID Protocol update</li> </ul> 6.0 Responsibilities <ul style="list-style-type: none"> <li>Revised definitions /acronyms</li> <li>COVID-19 Response team replaces 'CMT', COVID-19 Management Team and Emergency Response Team</li> </ul>	6 Aug 2020	President (CC Chair's Action)

	<ul style="list-style-type: none"> <li>• Added MOE operations center contact 80051115</li> <li>• Added Authorized and Unauthorized persons</li> </ul> <p>App A: revised title App B: updated risk assessment form</p>		
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## 2. Purpose

2.1 The purpose of this document is to provide guidelines and procedure to follow in order to prevent, protect and educate the College community against the spread of the COVID-19 virus during an outbreak and measures to ensure business continuity.

## 3. Policy Statement

3.1 KIC ensures that adequate preventive and protective measures are in place to protect and inform the College community of procedures to follow, according to guidelines from the authorized local agency when there is an outbreak of COVID-19 epidemic or pandemic.

3.2 This Policy and Procedure is informed by guidance issued by the Ministry of Health and the Ministry of Education of the UAE. The procedure and protocols set out below will be implemented in light of the prevailing risk level determined at country or institutional level as appropriate, categorized as Low, Medium or High according to definitions in Operation of Educational Establishments during the Pandemic: Protocols & Procedures V4.0 issued by the UAE Ministry of Education.

## 4. Scope

4.1 This policy includes all staff, students, contractors and visitors accessing the College premises

## 5. Procedure

### 5.1 Preventive Measures

#### 5.1.1 Hand hygiene:

All staff and students shall be actively involved in a hand hygiene campaign that focuses on frequent hand washing:

- After touching surfaces considered as flashpoints / high-risk areas
- Before leaving rest rooms
- After coughing and sneezing
- Before and after using protective gloves etc.
- With soap and water (most preferable) or with alcohol based rub for a minimum of 20 seconds

**5.1.2 Coughing etiquette:**

All staff and students shall be actively encouraged to follow good coughing etiquette by:

- Sneezing into the elbow, inside the shirt/blouse or into tissue paper
- Disposing of tissue paper appropriately and washing hands immediately
- Always use a face mask at all times when in public places.

**5.1.3 Human to human exposure:**

All staff and student are strongly:

- Discouraged from gathering for any purpose
- Encouraged to ensure to maintain a safe distance of minimum 2 meter radius at all times
- Encouraged to avoid handshakes and to use other forms of greeting instead.
- Avoid sharing of personal items.

**5.1.4 Disinfection and sterilization of facility and equipment:**

- Appropriate antiseptic disinfectant/biocide will be used, according to manufacturer specification for mixture and application or (where not so specified) at a 1:50 ratio
- Alcohol based disinfectant/wipes will be used for surfaces where bleach is not suitable and for electrical equipment
- Appropriate PPE (gloves, face mask, eye goggles, and long sleeved apron) will be used during cleaning
- Frequency of routine cleaning of flash points / high-risk areas will be increased accordingly.
- Proper ventilation will be ensured in all areas during cleaning and decontamination

**5.1.5 Disinfection and sterilization of facilities and equipment exposed to confirmed cases:**

- This activity will be carried out by a competent contractor who will provide a detailed method statement for the process.
- The competent contractor shall work in accordance to the guidelines issued by the competent authority.
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**5.2 Protective measures:**

**5.2.1 Hand Sanitizers:**

- Alcohol based hand sanitizers will be made available at all entrance of the college and other strategic points
- Hand sanitizers will be used by visitors upon entry into the College
- Liquid soap will be made available in all rest rooms

**5.2.2 Disinfectant/biocide:**

- Disinfectants/biocides as recommended by the regulatory authority will be used by the facilities staff for cleaning and disinfection purposes

**5.2.3 Personal Protective Equipment (PPE):**

- PPE provided will include the following as required: eye goggles, apron, disposable hand gloves, face mask

- N95 masks will be made available in the clinic for appropriate situations
- Staff and students will be provided with a face mask upon entry to the campus if they do not have one.
- Use of disposable hand gloves will be used in areas where equipment/items may be shared.

### **5.3 Preparation and improving readiness**

#### **5.3.1 Identification of flashpoints / high-risk areas:**

Identified flashpoints / high-risk areas include (but are not limited to):

- All surface easily assessable by hands (handrails, door handle, elevator buttons)
- Elevators
- Fabric/upholstery furniture
- Food
- Clinic
- Restrooms

#### **5.3.2 Risk assessment:**

A risk assessment will be conducted by CMT to identify flashpoints / high-risk areas and people who are more exposed to being infected or at high risk. It includes (but is not limited to):

- Age factors
- Health factors
- Work stations and amenities - A minimum of 2 meters distance is to be maintained between employees who share an office/workspace
- Flashpoints/ high-risk areas (handrails, elevators, door handles etc.)
- Traveling and offsite activities

#### **5.3.3 Temporary segregation Room**

- A temporary segregation room will be prepared adjacent to the clinic. Note: the nurse is trained to equip herself with personal protective gear and is supplied with PPE)
- If any person on the college premises exhibits COVID-19 symptoms, they will be assessed in the segregation room by the nurse and will be dispatched to the appropriate medical facility if necessary.
- Only the nurse is allowed to access the segregation room.

#### **5.3.4 KIC Emergency contacts:**

- College Nurse : 02 201 5110
- COVID-19 Management Team (Dr. Manjush Karthika) : 02 201 5186
- HSE Office (Mr. Azuka Ekoemweye) : 02 201 5105
- Call 999 if the sick person cannot move

#### **5.3.5 Briefing/Awareness/Orientation:**

- Staff and students will be briefed through different communication platforms on the threat the College community faces from the outbreak of the virus and necessary precautions to prevent it, protect themselves and report as required
- Security Guards will request all visitors upon entry to the College to use the sanitizers provided and also to maintain hand hygiene and coughing etiquette while in the College

- The approved statements on hygiene and etiquette will be visibly displayed on posters around the College
- Facilities staff will be briefed on flashpoints / high-risk areas to increase focus on cleaning and disinfection

### 5.3.6 Response and handling of cases

- In the event that a staff/student is suspected of COVID-19 symptoms such as fever up to 37.5 C°, cough, body pain or fatigue, shortness of breath, sore throat, diarrhea, nausea, headache, loss of the senses of smell and taste during their presence in the campus, and the nurse approves the symptoms, the symptomatic person must be isolated, and the family member must be notified immediately for transfer to hospital and the taking of the necessary actions.
- The symptomatic person will also be prohibited from entering the campus, and he/she shall abide by distance learning pending a negative result of examination and a disease-free medical report.
- Only the nurse may enter the isolation room, after putting on complete personal protective equipment.
- The relevant authorities shall be notified immediately via the official channels.
  - Department of Health: 8001717
  - Ministry of Health & Prevention: 80011111
- The relevant authority will give instructions for handling and transferring the suspected case of Covid-19.
- The classroom and all annexes which the suspected case reached, shall be closed on a temporary basis before all sterilization measures are taken.
- Contact tracing will be carried out in which the process will include the infected person's teachers and classmates (including any person who has spent more than 15 minutes with the infected person at a distance of 2 meter, as from the day on which the symptoms begin or the day of the positive result). They shall be obliged to undergo examination and a 14-day quarantine.
- Parents of all students in contact must be informed and provided with information on the quarantine measures and distance learning plans.
- The stay-at-home policy must be applied to staff/student who suffer from any symptoms of Covid-19.
- The nurse will follow all safety guidelines in emergencies of Covid-19 in the college and verify compliance with all medical protective equipment when accompanying an infected person in the isolation room.
- If two or more cases are confirmed at the college, the regular classes may be the suspended, and the distance learning begins for all students.

## 5.4 Reopening and business continuity

### 5.4.1 Health and safety requirements:

- All staff and students returning to campus must undergo a mandatory COVID-19 test and download the AI Hosn App.
- Staff and students who were symptomatic and recommended for isolation must provide a negative test result before returning to duty/study in the campus.
- Staff and students will commit to the precautionary measures against COVID-19 by making a Declaration by completing an online form – see also 4.4.11 below.
- An undertaking will be obtained from parents/guardians that students will abide by all precautionary measures and use of the AI Hosn app.
- Staff and students at vulnerable ages and with underlying health issues

must identify such with the appropriate authority in the college and continue work/study remotely.

- Staff and students returning from international travel must self-quarantine for 14 days and comply with the back to campus protocol.
- Financial transactions shall be limited to electronic options.

#### **5.4.2 Building Access:**

- Access into the building will be limited to the front entrance and exit limited to both side exits of the building.
- Staff, students, visitors and contractors must wear face mask, sanitize their hands and go through a temperature check daily upon entry into the campus.
- Staff, students, visitors and contractors will have to show a COVID-19 PCR negative test result from the Al Hosn application before entry.
- Staff are required to do a new PCR test after every 14days.
- Stencils to identify social distance will be placed in areas with possibilities of queuing.
- Hallways and stairways will be demarcated to support 2ways traffic maintaining 2meters apart.

#### **5.4.3 Offices, Classrooms, Laboratories, reception:**

- Classrooms and offices will be rearranged to ensure the 2 meters social distancing guidelines.
- Where the 2 meters' social distance guidelines cannot be maintained, staff/student will take shifts/turns (student will be scheduled according to the capacity of the classroom and the rest will take lectures online. This would be a rotational procedure).
- Lecturers must maintain a minimum 2 meters distance from students sitting position.
- Students must use a designated seats throughout the lecture.
- Face mask must be worn at all times.
- In area where the work/study areas are shared, surface will be disinfected and sterilized before/after every contact use.
- Confined rooms will be ventilated using an air-conditioning system at all times during operational hours.
- Entry and exit points into classrooms will be clearly marked/ differentiated with a sanitizing unit at each exit points.
- Use of hand gloves will be mandatory in computer labs, medical labs and library.
- Ventilating systems must be running for minimum one hour before arrival of staff/students daily.

#### **5.4.4 Cafeteria, courtyard and waiting areas.**

- Each seated positions will be at a minimum of 2 meters apart.
- Stencils to identify social distance guidelines will be placed.
- Table and chairs will be disinfected/sterilized immediately before/after each use.
- Serving of buffet meal is prohibited, only packaged meals can be served.

#### **5.4.5 Prayer Room**

- Admin and faculty staff are to pray in their offices with their personal carpet.
- Students are to maintain a minimum of 2meter distance in prayer according

- to the arrangement and do not exceed the specified capacity of the room.
- Students must sanitize/wash their hands when they exit the prayer room.

#### **5.4.6 Elevators**

- A maximum of 2 persons per elevator is allowed
- Disinfection/sterilization will be repeated on an hourly routine.
- Hand sanitizers be placed at all elevator entry points.
- Ventilation will be checked daily.

#### **5.4.7 Flash points**

- Surfaces considered as flash points for contamination will be marked with red stickers/stencils to remind occupants of contact threat.
- Use of cash is prohibited, only electronic means of payment is accepted in all areas including cafeteria and baqala.

#### **5.4.8 Stress and wellbeing (physical, psychological)**

- Sick leave and excused absence policies can be relaxed/flexible to encourage staff to speak up when sick.
- When necessary, reliable updated information on COVID-19 from relevant government agencies will be published to prevent false news.
- Staff and students with underlying health issues and at the vulnerable age range will continue working remotely.

#### **5.4.9 Transportation**

- Staff and students with private cars are highly encouraged to avoid using public transportation.
- School buses will be disinfected/sterilized after each drop off round.
- Seating positions will be in compliance with the 2 meters social distance guidelines while passengers are in the bus.
- Passengers will use face mask while in the bus and avoid contact with surface as much as possible.

#### **5.4.10 Delivery**

- Delivery of items will be restricted to a specified designated exit point and will be subjected to disinfection and sterilization before admittance into the college (except for fast food delivery).

#### **5.4.11 Communication and consultation**

- KIC will issue a mandatory online COVID-19 orientation briefing and questionnaire to each student and staff member, to ascertain their level of preventive and protective awareness and inform them of the required level of responsibility required from them as to personal hygiene, behavior and communication on health issues.
- The mandatory online briefing described above includes a Declaration that student/staff member agrees to abide by the COVID-19 guidelines within the college and its facilities.
- Completion of the mandatory Declaration will be monitored and followed up by Student Affairs (for students) and by the HR Department (for staff).
- Only students and staff who have completed the mandatory Declaration through the online form will be allowed to have access into the campuses (in line with class schedules and work rotation schedules).



- Awareness of COVID-19 concerns and procedures (for periods when campuses are closed and when campuses are open, whether fully or partially) will be published on smart platforms and wall posters (visually and graphically) with feedback options including designated persons to contact for confidential inquiries. KIC's COVID-19 Management Team (CMT) will approve and issue a Communications Plan, with details of approved communication channels, approval mechanisms and publication timelines.
- Students/staff feeling sick or caring for a family/household member who is sick, must contact their line manager or faculty head and stay home.
- Students/staff sharing the same space with friend or colleague who is unwell and/or feeling sick, they must contact their line manager or faculty head via electronic means and discuss the situation.

#### **5.4.12 Breach of COVID-19 Protocol**

Curbing the spread of the COVID-19 virus is a social and moral responsibility all staff, students, visitors and contractors owe each other. And as such;

- A staff/student may politely approach anyone not complying with the protocol to politely comply.
- Approached persons must politely comply with protocol.
- A deliberate breach of the protocol by staff/student after being approached to comply will be referred to the Human resource/student affairs department for disciplinary actions.

## **6. Responsibilities**

### **6.1. Compliance, monitoring and review**

#### **6.1.1. COVID-19 Management Team**

(CMT – this is at College level)

- Provide all necessary information released from MOE regarding COVID-19
- Provide all necessary resources to ensure the health and safety of the College community
- Take necessary and flexible decisions concerning staff and students who may feel sick, who are travelling or returning from travel
- Support the College clinic with necessary information based on findings from risk assessment
- Make appropriate decisions to ensure business continuity, including
  - issuing plans for delivery of programs, classes and other academic-related activities (eg registration, payment of fees) which take into account the risk level (categorized as Low, Medium or High)
  - Issuing communication plans for COVID-19 related briefing/awareness for the College community and developing such content for approval and communication.

#### **6.1.2. COVID-19 Response Teams**

(CRTs: these are at campus level: one at Abu Dhabi, one at Al Ain)

- Deliberate and improve preparedness and response plans in line with updated information received from and by the authorized local agency
- Conduct necessary risk assessment to ensure preparedness and response plans are efficient

- Inform and brief the College community on updated information received from the authorized local agency

#### 6.1.3. HSE Officer

- Develop and improve preventive, preparedness and response plans applicable to the College community based on information received from/updated by the authorized local agency and College risk assessments
- Implement and inspect the efficiency of the preventive, preparedness, response and recovery plan
- Report noncompliance to CMT

#### 6.1.4. Staff, Students, Visitors and Contractors

- Adhere to all instructions and protocols disseminated through the College communication platforms issued by College management and the CMT from time to time.
- Commit to hand hygiene.
- Stay home when feeling sick or caring for a sick person.

### 6.2. Reporting

- Records of staff/students/visitors feeling sick or being sent to the hospital, returning or travelling will be communicated to the HSE Officer and the Clinic Nurse through the HR/Student Affairs department respectively.
  - Staff/student tested positive of the COVID-19 virus while working/studying from home will inform directly to the HR/student affairs department who will copy the HSE officer for record purpose.
  - Any positive test for the COVID-19 virus relating to staff/students/visitors within the College community will be reported by HSE Officer or HR or President to the MOE operation center: 80051115
- For medical support/ advice call;
- Department of Health: 8001717
  - Ministry of Health & Prevention: 80011111

### 6.3. Records management

Checklist and records will be documented and maintained by the HSE Officer in an appropriate filing system, using the Appendices to this document:

- Appendix A: Checklist for the Operation of Educational Establishments during the Pandemic.
- Appendix B: HSE Risk Assessment Form (COVID-19)

## 7. Definitions

- **CMT:** COVID-19 Management Team (College level)
- **CRT:** COVID-19 Response Team (one at each campus)
- **Flashpoints / high risk areas:** Areas, surfaces or equipment where

transmission of the COVID-19 virus by human contact is possible or highly-likely.

- **Unauthorized persons:** Friends and family members of staff, students and contractors, people without a formal invitation.
- **Authorized persons:** staff, students, visitors and contractors with formal invitation and COVID-19 negative test result via the Al Hosn app.

## 8. Related Documents

- AE/SCNS/NCEMA 7002:2020 ver.1 – In the event of coronavirus (COVID-19)
- Dubai Municipality H&S dept. DM-PH&SD-GU88-CDBE4 – Technical guideline for cleaning and disinfection
- Educational Guidelines for Institutions to deal with Novel Corona virus nCoV-2019 Ver.2 Feb 2020
- OSHA 3990-03 2020 - Guidance on Preparing Workplaces for COVID-19
- Center for Diseases Control and Prevention (CDC) – Considerations for institutes of higher education.
- International Labour Organization (ILO) – Safe return to work guide for employers on COVID-19 prevention.
- Federal Authority for government human resources – The guidelines for office and workplace environment during emergency conditions.
- Ministry of Education Operation of Educational Establishments During the Pandemic: Protocols and procedures First version 4.0

## 9. Feedback

9.1 Staff and students may provide feedback about this document by emailing [president@kic.ac.ae](mailto:president@kic.ac.ae).

## 10. Appendix

10.1 APPENDIX A: Checklist for the Operation during the Pandemic

10.2 APPENDIX B: HSE Risk Assessment Form (COVID-19)

**10.1 APPENDIX A**



**Checklist for Operation during the Pandemic**

(Adapted from MOE Guidance Booklet K/148/R/2020 v4, Section 9, July 2020)

N/A=Not Applicable

A	Entering the educational establishment buildings	YES	NO	N/A
1.	Develop a plan to reduce the number of educational establishment attendees, by: <ul style="list-style-type: none"> <li>• Reduction of unnecessary visitors.</li> <li>• Regulate the use of permits for the establishment.</li> <li>• Reduction of voluntary processes in educational establishments.</li> </ul>			
2.	Setting a protocol for the acceptance of delivery services.			
3.	Prohibit any student, parent, care provider, visitor, or employee showing the symptoms of Covid-19 from entering the educational establishment.			
4.	Monitor the educational and administrative staff and students throughout the day, to ensure the absence of symptoms similar to those of Covid-19.			
5.	Identify and provide the individual needs of the Students of Determination across the educational establishment.			
6.	Guide parents to check their children before leaving for the educational establishment, or to stay at home if they show the symptoms of Covid-19 or have close contact with infected individuals.			
7.	The concerned bus supervisor at the educational establishment should check the students' temperature and ensure that they do not have the symptoms of Covid-19 when entering the bus/educational establishment.			
8.	All students must wash or sanitize their hands when entering the educational establishments and buses.			
9.	Provide sufficient points for receiving and handing over students to educational establishments, to avoid and supervise large gatherings.			
10.	When the students or the educational or administrative staff suffer from symptoms before entering the educational establishment, or during the school day, the medical staff concerned at the educational establishment shall diagnose the condition and confirm the infection in compliance with the relevant guidelines, and position them in the isolation room or confirm that they are not infected. Not all symptoms are deemed signs of Covid-19 infection.			
11.	Students/staff who show symptoms during their presence at the educational establishment should be immediately isolated from others in the designated isolation rooms, under the observation and continuing care of approved individuals, until they are transferred to the home or hospital, and the safe physical distance will be applied to them, in case there is more than one infection in the same room.			
12.	Parents of infected students must be told that their children will not return to the educational establishment until they meet the requirements of the Ministry of Health and Prevention for holding home quarantine and obtaining a negative result.			

13.	The infected educational/administrative staff must be informed that they will not return to the educational establishment until they meet the requirements of the Ministry of Health and Prevention for holding home quarantine and obtaining a negative result.			
14.	Direct the educational and administrative staff to self-examination before leaving for work and stay at home if they have symptoms similar to those of Covid-19, or if they are in close contact with a person diagnosed with Covid-19.			
15.	The concerned person at the educational establishment shall check the temperature of educational/administrative staff and make sure that the students do not have the symptoms of Covid-19 when entering the educational establishment.			
16.	Checking for symptoms when educational and administrative staff enter educational establishments and buses, in line with the public health guidelines, including taking temperatures and asking all students about the symptoms of Covid-19 over the past 24 hours, and whether anyone has had the symptoms of Covid-19 at home.			
17.	All educational and administrative staff must wash or sanitize their hands when entering the educational establishment.			
<b>B</b>	<b>Personal Hygiene</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Planning to handle the hygiene practices according to health and community prevention measures, to ensure personal health and safety at the educational establishments and on buses.			
2.	Encourage the educational and administrative staff of the educational establishment to wash hands constantly.			
3.	Organize the use of wash basins to ensure the safe social distancing, and forbid the use of close wash basins.			
4.	Provide hand sanitizers in or near all classrooms, and on buses. The use of hand sanitizers by children under the age of nine, shall be supervised.			
5.	Educate students and educational and administrative staff that frequent hand washing is more effective than using sanitizers.			
6.	Washing hands with soap for at least twenty seconds, or using hand sanitizer, depending on availability			
7.	Spread the culture of hand washing among students and cooperate with parents to establish this habit among children, especially when touching common surfaces.			
8.	Dispose of the tissues as soon as they are used to wipe the nose, cough, or sneeze.			
9.	Not touching the face or face masks unless hands are sanitized.			
<b>C</b>	<b>Protective equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	The establishment should study its needs of protective equipment and develop a provision plan to ensure the personal health and safety at the educational establishment and on buses			
2.	Raise awareness and provide the necessary training for educational and administrative staff and students on the importance of proper use of face masks.			
3.	It is not recommended that the face be covered for anyone who has difficulty breathing or anyone who is unable to remove the mask without assistance.			
4.	Teachers may use face shields to enable students to see the facial expressions and avoid any potential impediments to oral instructions			

5.	The educational establishment must provide masks for all educational and administrative staff, and provide other protective equipment, as required by work duties.			
6.	Ensure the provision of necessary support to students who refuse to wear masks or have difficulty in wearing them, including the Students of Determination.			
7.	Face masks must be worn when: <ul style="list-style-type: none"> <li>• The students are waiting to enter the educational establishment.</li> <li>• The students are present at the educational establishment (except when they eat or drink).</li> <li>• The students leave the educational establishment.</li> <li>• The students are on the educational establishment bus.</li> </ul>			
<b>D</b>	<b>Physical Distancing</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Monitor the application of safety standards for physical distance in the facilities and buses of educational establishments			
2.	Determine the number of people in the educational establishments based on the capacity, taking the safety distance at the establishment into account.			
3.	Divide students into small groups to reduce contact and crowds, and maintain safe physical distancing			
4.	In case it is difficult to apply the safe physical distancing, the educational and administrative staff and students must wear masks covering the mouth and nose.			
5.	Determine the capacity of students and workers of each educational establishment, in order to ensure that physical distancing is maintained.			
6.	Replace field trips with virtual activities.			
7.	Organize traffic at educational establishments by installing barriers, signs, and organizational decals			
8.	Approve the maximum capacity of each bus after determining the safe distance.			
9.	Guiding and making students and parents aware of the need to keep a safe distance when entering and leaving buses, and at bus stations.			
10.	Organizing sitting on buses, commencing from the last row, and leaving a safe distance to the front row.			
11.	Supervise rest areas and playgrounds to maintain physical distancing in terms of reliance on activities that do not need physical contact with other students or participation in the use of equipment.			
12.	Classrooms: <ul style="list-style-type: none"> <li>• Determine the maximum capacity of students in each classroom.</li> <li>• Ensure that the desks are at least 1.5 m away from each other, and arrange them in a manner that reduces face-to-face contact.</li> <li>• The lecture halls, gymnasiums, galleries, and cafeterias may be used, if necessary, as classrooms or halls for educational activities.</li> <li>• Increase the number of educational and administrative staff to maintain the physical distancing of younger students and Students of Determination.</li> <li>• Arranging appropriate activities for developing the small group activities, and rearranging furniture and playing areas to maintain physical distancing.</li> <li>• Maintain safe distancing while students move among classrooms.</li> <li>• Addressing the potential problems of unintended physical distancing rules in the classrooms of the Students of Determination at educational establishments, away from their peers.</li> </ul>			

13.	<p>Food and Meals:</p> <ul style="list-style-type: none"> <li>• Adhering to physical distancing during the preparation and serving of meals.</li> <li>• Suspending the use of common dining tables and buffets.</li> <li>• Installing physical barriers, such as sneezing shields and separators, at points of sale and other areas where it is difficult to maintain a safe distance.</li> <li>• If the educational establishment offers meals in classrooms, disposal of waste should be planned.</li> </ul>			
14.	<p>Educational and Administrative Staff:</p> <ul style="list-style-type: none"> <li>• Develop a plan including physical distancing among educational and administrative staff in the work environment, to reduce the virus spread, including: <ul style="list-style-type: none"> <li>○ Redistribute educational and administrative staff in work environments, rest rooms, and educational and administrative staff rooms and bathrooms, to apply safe physical distancing.</li> <li>○ Replace training courses held in training center rooms with virtual training courses, to ensure the achievement of the goal and maintain the application of safe physical distancing.</li> <li>○ Adjust the schedules of educational and administrative staff to accommodate the schedules of new students and safe distancing strategies.</li> </ul> </li> <li>• Evaluate all workspaces to ensure that educational and administrative staff can maintain the maximum safe distance.</li> </ul>			
<b>E</b>	<b>Cleaning and Sanitization</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Planning to implement the cleaning and sanitization standards in educational establishments and on buses.			
2.	Apply the hygiene standards approved by the concerned authorities for cleaning and sanitizing the educational establishments.			
3.	Avoid sharing electronic devices, toys, books, and other educational tools.			
4.	<p>Develop a work supervision plan to ensure the following:</p> <ul style="list-style-type: none"> <li>○ Safe and correct waste application, using the personal protective equipment, and providing appropriate ventilation.</li> <li>○ Sanitizing common surfaces after each use, such as: <ol style="list-style-type: none"> <li>1. Desks and tables</li> <li>2. Chairs</li> <li>3. Seats on buses</li> <li>4. Keyboards, phones, headsets, and printers</li> </ol> </li> <li>○ Sanitizing the frequently contacted common surfaces, such as: <ol style="list-style-type: none"> <li>1. Door handles.</li> <li>2. Bathroom handles.</li> <li>3. Toilet surfaces.</li> <li>4. Toys, art supplies, and educational materials.</li> <li>5. Playground equipment.</li> </ol> </li> <li>○ The use of approved sanitizers and detergents for sanitizing educational establishments.</li> <li>○ When cleaning, the place must be ventilated before the students arrive, and planning for a thorough cleaning if the students are not present.</li> <li>○ Closing and sanitizing areas used by infected people prior to re-opening.</li> </ul>			
<b>F</b>	<b>Educational and Administrative Staff Affairs</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Involve the educational and administrative staff in Covid-19 plans, and provide the necessary training and accommodations.			

2.	Ensure that the educational and administrative staff are sufficient in number for meeting the requirements of facility cleaning, physical distancing, student learning, and the health and safety needs for treating Covid-19.			
3.	Develop and train educational and administrative staff in: <ul style="list-style-type: none"> <li>○ Appropriate use of protective equipment.</li> <li>○ Cough and sneezing etiquette.</li> <li>○ Keeping hands away from the face.</li> <li>○ Washing hands frequently, using the appropriate technique.</li> </ul>			
<b>G</b>	<b>Communication with Students, Parents, Educational and Administrative Staff and Public and Community Health Officials</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Communicate with educational and administrative staff, students, and parents for the preventive protocols, including: <ul style="list-style-type: none"> <li>○ Appropriate use of protective equipment.</li> <li>○ Hygiene and sanitization.</li> <li>○ Preventing transmission of infection.</li> </ul>			
	<ul style="list-style-type: none"> <li>○ Instructions for families, on when students should be kept at home and away from the educational establishment.</li> <li>○ Report Symptoms.</li> </ul>			
2.	Develop a communication plan if the educational establishment has a positive case of Covid-19.			
3.	Educational establishment's role in documenting, reporting, and tracing infection in coordination with health officials.			
4.	Informing educational and administrative staff and parents, immediately, of any potential cases of Covid-19. Review legal responsibilities and privacy rights for communication about cases of infection			
5.	Provide guidance to parents, teachers, and administrative personnel to remind them of the importance safe physical distancing.			



10.2 APPENDIX B



## HSE RISK ASSESSMENT FORM

Likelihood(L)	Severity (S)					Risk Rating (RR)
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)	
V. Unlikely(1)	1	2	3	4	5	Low (1 – 3)
Unlikely (2)	2	4	6	8	10	Moderate (4 – 6)
Probable (3)	3	6	9	12	15	High (8 – 12)
High (4)	4	8	12	16	20	Catastrophic (15 – 25)
Frequent (5)	5	10	15	20	25	

s/n	Target	Hazard	Cause	L	S	RR	Control Measures	Residual risk	Affected persons	Action owner	Date reviewed
	College community	Spread and contact of Covid- 19 virus	Human to Human	3	4	12	<ul style="list-style-type: none"> <li>Avoid handshakes, hugging...</li> <li>Practice good hand hygiene.</li> <li>Practice good cough/sneeze etiquette.</li> <li>Stay home if sick</li> </ul>	N/A	Staff Students Visitors Contractors	Staff Students Visitors Contractors	
			Elevator	4	4	16	<ul style="list-style-type: none"> <li>Maximum of 2 persons per elevator.</li> <li>Buttons and handrail to be disinfected every hour.</li> <li>Use stairways</li> </ul>	Poor ventilation inside elevators.	Staff Students Visitors Contractors	Facility	
			Stairways	3	4	12	<ul style="list-style-type: none"> <li>Open windows in stairways for ventilation if external weather is conducive.</li> <li>Avoid contact with handrails.</li> <li>Ensure to have proper balance when using the stairway to avoid a fall.</li> <li>Demarcate stairway to support 2 way movement with 2meters apart.</li> </ul>	Trip, slip and fall due to distraction	Staff Students Visitors Contractors	Facility	



s/n	Target	Hazard	Cause	L	S	RR	Control Measures	Residual risk	Affected persons	Action owner	Date reviewed
							<ul style="list-style-type: none"> <li>Disinfect handrails every one hour.</li> <li>Avoid distractions especially from mobile phones.</li> <li>Use proper footwear</li> <li>Do not run or walk fast on stairways</li> <li>Ensure stairways have proper lighting.</li> </ul>				
			Door handles	4	4	16	<ul style="list-style-type: none"> <li>Practice good hand hygiene.</li> <li>Implement open door policy in all areas.</li> </ul>	N/A	Staff Students Visitors Contractors	Facility	
			Display screen equipment, Telephone	2	4	8	<ul style="list-style-type: none"> <li>Do not share workplace/ study equipment.</li> <li>Use hand gloves when using shared equipment.</li> </ul>	N/A	Staff Students	All Staff	
			Coughing/sneezing	3	4	12	<ul style="list-style-type: none"> <li>Stay home if you feel sick.</li> <li>Practice proper coughing etiquette</li> </ul>	Contaminants on clothes, mobile phones and touched surfaces	Staff Students Visitors Contractors	Staff Students	
							<ul style="list-style-type: none"> <li>Use a mask to protect others.</li> <li>Commit to hand hygiene campaign.</li> <li>Dispose tissue properly.</li> <li>Do not share personal items.</li> </ul>				
			Exchange of items	3	4	12	<ul style="list-style-type: none"> <li>Avoid exchange of items by using electronic copies.</li> <li>Disinfect hands after handling documents.</li> <li>Prohibit use of cash payment.</li> </ul>	N/A	Staff Students Visitors Contractors	Staff Students	



s/n	Target	Hazard	Cause	L	S	RR	Control Measures	Residual risk	Affected persons	Action owner	Date reviewed
			Rest rooms	3	4	12	<ul style="list-style-type: none"> <li>Ensure proper hand hygiene before leaving restrooms and use hand sanitizers when out.</li> <li>Ensure ventilation is increased in restrooms.</li> <li>Ensure routine cleaning includes disinfection of all surfaces including walls, door and door handles.</li> <li>Ensure to always clean and disinfect internal restroom door handles, flush buttons and tap heads</li> </ul>	Touching the door handle when leaving the restroom	Staff Students Visitors Contractors	Facility	
			Work/study space	3	4	12	<ul style="list-style-type: none"> <li>Ensure a minimum of 2 meters between all work/study desks.</li> </ul>	N/A	Staff Students	Facility	
						12	<ul style="list-style-type: none"> <li>Demarcate lecturers and students by 2meters</li> <li>Ensure proper ventilation in all work/study areas at all time.</li> <li>Disinfect classroom desk and chair immediately after each lecture.</li> <li>Mask must be used at all times.</li> </ul>		Visitors Contractors		
			General use/ shared equipment	3	4	12	<ul style="list-style-type: none"> <li>Ensure to use hand sanitizers after using photocopy machines on hallways, water dispensers.</li> <li>Use hand gloves when using shared equipment.</li> </ul>	N/A	Staff Students	Staff Students	
			Water dispensers	3	4	12	<ul style="list-style-type: none"> <li>A proper cup holder should be provided for all water dispenser.</li> <li>Disinfect water dispenser every one hour.</li> </ul>	N/A	Staff Students Visitors Contractors	Facility	
			Staff Kitchen	3	4	12	<ul style="list-style-type: none"> <li>Use mask and gloves at all time.</li> <li>Take frequent break from the food</li> </ul>	N/A	Staff Students	Contractor	



s/n	Target	Hazard	Cause	L	S	RR	Control Measures	Residual risk	Affected persons	Action owner	Date reviewed
							preparation area, wash hands, face and sanitize hands		Visitors Contractors		
			Bus	4	4	16	<ul style="list-style-type: none"> <li>Provide hand sanitizer at the door entrance of the bus.</li> <li>Disinfect the seats after staff and students are out and open windows for ventilation</li> <li>Passengers must use mask when in the bus.</li> <li>A minimum distance of 2 meters must be maintained among passengers.</li> <li>Open windows during trips if outside weather is conducive.</li> <li>Air condition must be on at all times and in proper working condition.</li> </ul>	N/A	Staff Students	Facility	
			Cafeteria /staff dining	3	4	12	<ul style="list-style-type: none"> <li>Ensure a minimum distance of 2 meters between sitting positions.</li> <li>Ensure proper ventilation at all time.</li> <li>Tables for staff dining must be disinfected prior to lunch time and afterwards.</li> <li>Serving of buffet is prohibited.</li> <li>Only wrapped meal is allowed.</li> <li>Home prepared meal is most encouraged.</li> </ul>	N/A	Staff Students Visitors Contractors	Facility	
			Wall switches	2	4	8	<ul style="list-style-type: none"> <li>Use hand sanitizers after switching on/off lights and electrical switches for the day.</li> </ul>	N/A	Staff Students Contractors	Facility	
			Segregation and care of	3	5	15	<ul style="list-style-type: none"> <li>Symptomatic persons should use a mask immediately.</li> <li>Inform the closest person around/call</li> </ul>	Contamination of the immediate area,	Staff Students Visitors	Facility CMT	



s/n	Target	Hazard	Cause	L	S	RR	Control Measures	Residual risk	Affected persons	Action owner	Date reviewed
			Symptomatic persons				the Nurse and remain in that location. <ul style="list-style-type: none"> <li>The nurse must use a complete PPE (gloves, mask, eye goggle and apron) before approaching the symptomatic person.</li> <li>Only the nurse is allowed into the segregation room.</li> </ul>	route to isolation room and isolation room.  Identification of exposed/close contacts	Contractors		
			Potential contaminated areas	3	4	12	<ul style="list-style-type: none"> <li>Isolate areas immediately by use of a barricade.</li> <li>Decontamination process will be according to guideline from authorized government agencies.</li> </ul>	N/A	Staff Students Visitors Contractors	Facility	
			Exposed /close contacts	3	3	9	<ul style="list-style-type: none"> <li>Identified person will be segregated and required to go home for 14 days isolation.</li> </ul>	N/A	Staff Students Visitors Contractors	CMT	